

Langdon Library Board of Trustees Meeting Minutes July 18, 2019

Present: Trustees Jack O'Reilly (JO); David Turbide (DT), Catherine Hazelton (CH), Peter Welch (PW), Lillian Wilson (LW); Alternate Lee Lamson (LL); Library Director Lara Croft Berry (LCB); Jennifer Mulstay, Chair of the Trustees of Trust Funds (left at around 1:45)

Meeting called to order by JO at 1:10 PM

Minutes: Moved by LW, seconded by PW to accept June 18, 2019 public minutes. A collection of non-public minutes were approved prior to being sealed and moved to town hall for storage. Motion to approve: DT seconded by LW; approved 5 – 0 non-public minutes from July 12, 2018; July 19, 2018; August 9, 2018; August 27, 2018; September 10, 2018; January 24, 2019; February 14, 2019; March 14, 2019; April 18, 2019; May 16, 2019.

Treasurer's Report: Spending is in line with expectations this point in the year. The education and training lines are overspent by a few hundred dollars Library employees are encouraged to take advantage of opportunities to improve their skills and experience. Money can and will be shifted from other funding categories to cover this expense and stay within our budget. The budget for training should be increased next year.

Jennifer Mulstay advised the board on some details of how the trust fund moneys are handled including the information that the quarterly income as reported by Charles Schwab, the fund managers. The interest and dividends (income) had been paid out (transferred to trustee bank account) each quarter, and we learned that the monthly management fees are not deducted from the income – they are deducted from the fund balance (capital). It was moved by JO and seconded by PW to deduct the monthly fees from the "income" in the future before transferring the remaining income to the bank account; passed 5 – 0.

Director's Report: The library continues to operate smoothly, with great numbers for visits and programs. Patron visits in June were 50 more than last year and almost 100 more than most recent years.

- Summer Reading Program "A Universe of Stories" is moving along successfully with lots of enthusiastic participants in both children and adult categories.
- Interlibrary Loan requests year-to-date have now exceeded all of last year. The state has (finally) signed a contract for the ILL system replacement. We must continue to handle ILL activity manually until the new system is in place.
- The NH Library statistics for 2018 have been released and for the second year in a row Langdon Library has the highest per capita circulation of libraries in towns our size. Jackson Public Library had the highest number of visits, with Langdon in second place. For the second year in a row we had a high number of visits and checkouts in comparison to seacoast libraries as well – second only to Portsmouth.

Parking Lot: PW reported that the survey work has been completed but the surveyor did not include elevations for the front area by the road. He will see about getting these figures added to the drawings.

Building Maintenance: We are still waiting for the bid from the second tree expert (Dieter Ebert) for removal of the diseased tree.

Policies: Two policies were reviewed and approved with little or no change:

Material Selection Policy Moved by CH; seconded by LW; approved 5 – 0 to accept as-is.

Patron Behavior Policy Moved by LW; seconded by PW; Approved 5 – 0 to accept with minor wording changes

A Non-Public session was initiated at 1:53 PM:

Moved by LW and seconded by CH to change to non-public session per RSA 91-A:3 II (a) and (c) personnel at 1:53 PM. Approved 5-0 by Roll call vote.

Moved by LW, seconded by CH, approved 5-0 by roll-call vote to close the non-public session at 2:22 PM

Moved by CH, seconded by LW, approved 5-0 by roll-call vote to seal the minutes of the non-public session in perpetuity.

New business A brief discussion clarified the way paid time off is calculated and reported. Since employees typically work a different number of hours on different days of the week, when taking a day off, the right way to account for the number of hours to be paid is to report (on the time card) the number of hours normally worked on that day of the week rather than an average number of hours per day for that employee.

Next Meeting: August 22, 2019 @ 1:30PM

Board meeting adjourned - moved by JO seconded by LW, passed 5-0 at 2:21 PM

Respectfully Submitted: David A Turbide, board secretary